

**BUCKS COUNTY FREE LIBRARY**  
**MINUTES OF THE REGULAR MEETING OF SEPTEMBER 20, 2016**

The Regular Meeting of the Board of Directors of the Bucks County Free Library was held at the Levittown branch. The meeting was called to order at 6:04 p.m. Present were: Roberta Foerst, President; Constance Moore, Vice President; Bill Draper and Dan Johansson, Board Trustees; Martina Kominiarek, Chief Executive Officer; John Doran, Chief Financial Officer; and Pamela Riley, HR Administrator. **Larry Jones, Board Trustee, attended by telephone.** Also in attendance were Lisa Kern, Assistant Director; Joe Thompson, Acting Chief Operating Officer; and Pat Hartman, Library Manager. Jerry Balchis, Secretary, and Richard Rogers, Treasurer, were absent.

A MOTION to APPROVE the minutes of the Regular Meeting of July 19, 2016 was made by Jones, SECONDED by Moore, and APPROVED unanimously.

**PRESIDENT'S REPORT**

There will be a VIP reception on Thursday, September 22, 2016 to celebrate Penn's Little Village at the Langhorne branch. The event will focus on thanking everyone who was essential for this project.

**STAFF REPORTS**

Report of Library Manager/Pat Hartman

The Summer Reading Program kept the staff busy with something almost every day for children to do at the library. Pat said that the youth services staff did a great job, and participants logged over 300,000 minutes. With school starting, staff are now doing outreach at Back-to-School Nights at local schools. Help Desk Specialist Ed Penczak has been kept very busy fixing library users' computers.

Levittown Friends representatives were at the meeting and said they will be holding back-to-back book sales next month: an estate book sale and then their regular, annual book sale which typically has over 12,000 items.

Report of Chief Executive Officer/Martina Kominiarek

The board received in their board packet and at the meeting the County Coordination plan. Also in the board packet and distributed at the meeting were copies of the draft Security Camera Policy. As discussed at previous board meetings, security cameras were systematically placed in parking lots. Now they are located at every branch parking lot and also at service desks where theft has occurred.

There was no previous policy for this, so this draft policy is coming directly to the board meeting for approval. A review of each item on the policy was provided to the board.

It was suggested and agreed that the policy be amended to indicate that BCFL retains original video and provides copies as needed.

MOTION to APPROVE the Security Camera Policy MNG 20 with the amendment above was made by Johansson, SECONDED by Moore, and APPROVED unanimously.

Joe Thompson has agreed to a six-month Acting Chief Operating Officer position. In addition to overseeing the IT and Facilities Departments, he will oversee the day-to-day operations of branches, including scheduling, staffing, and planning manager training. By using various administrative staff, everyone can pick up pieces of the position temporarily, and then an assessment can be made in three to six months as to what is needed for the long run.

It was suggested that the board could hold an executive session.

#### Report of Chief Financial Officer/John Doran

MOTION to APPROVE the check register for July 2016 in the amount of \$738,221.69 was made by Moore, SECONDED by Draper, and APPROVED unanimously.

MOTION to APPROVE the check register for August 2016 in the amount of \$468,937.50 was made by Moore, SECONDED by Draper, and APPROVED unanimously.

MOTION to APPROVE the July 2016 financial statements (subject to audit) was made by Moore, SECONDED by Johansson, and APPROVED unanimously.

MOTION to APPROVE the August 2016 financial statements (subject to audit) was made by Moore, SECONDED by Draper, and APPROVED unanimously.  
(Board trustee Larry Jones signed off.)

Excess funds are available due to a favorable variance. Mobile shelving, lighting and other improvements will be made to the Quakertown branch when the carpet is replaced later this year. Also, funds will be used for Yardley-Makefield branch sidewalk replacement, which will be put out to bid, and also to purchase items on the capital list, including a scissor lift used to get up to ceilings for maintenance.

Information was distributed to the board on Covenant Bank. A discussion resulted on the need to change BCFL's banking relationship with a request that BCFL move banking needs to Covenant Bank.

MOTION to use Covenant Bank of Doylestown, PA for BCFL's banking was made by Johansson, SECONDED by Moore, and APPROVED unanimously.

A report on Unique Management Services, Inc., BCFL's past due collection service, was distributed to the board. Unique Management's recovery return of materials and funds continues to be favorable.

### **Board Committee Reports:**

**Correspondence** – Submitted in writing: Letter from Glenn Miller stating that the Doylestown District Negotiated Agreement for 2016-17 was approved. Glenn Miller is expected to be in attendance at Thursday night's event (Penn's Little Village).

**Public Comment** – Donna Rayner, Langhorne, and Bob Nathan, Levittown.

**Unfinished business** – None

**New Business** – The Levittown Friends representatives – Nancy Masulis, President; Jeff Fiedler, Treasurer; and Jim Puzo, Friends Member – made a special presentation to BCFL and the board, of \$20,000. Funds were raised through the enormous effort of Levittown Friends volunteers. The board president thanked the Friends for their generosity.

Board trustee Dan Johansson suggested that the Governance Committee be directed to formalize board meeting telephone attendance so that appropriate procedures are followed. The Governance Committee will review this at their next meeting.

There being no further business, a MOTION to ADJOURN was made at 7:11 p.m. by Draper, SECONDED by Moore, and so MOVED.

APPROVED BY BOARD OF DIRECTORS  
DECEMBER 20, 2016